

# IDAHO DEPARTMENT OF PARKS & RECREATION

*“To improve the quality of life in Idaho through outdoor recreation and resource stewardship”*

## Quarterly Board Teleconference

IDPR South Region Office

May 19-20, 2021

Idaho Falls, Idaho

### ▪ AGENDA

#### ▪ Wednesday, May 19, 2021

- Call to Order – Chairman Beckley called the meeting to order at 9:04 A.M. The Chairman requested Ms. Mills to conduct a roll call.
  - Board Member Beckley - Present
  - Board Member Fatkin- Present
  - Board Member Black- Present
  - Board Member Doman – Present
  - Board Member Roach – Present
  - Board Member Eastwood -Present

Also present during all or portions of the meeting either in person or on the phone, were the following individuals:

Susan Buxton – Director

Betty Mills – Management Assistant to the Director

Troy Elmore – Operations Division Administrator

Anna Canning – Management Services Administrator

David White – North Region Manager

Garth Taylor – South/East Region Manager

Steve Martin – Fiscal Officer

Craig Quintana – Public Information Officer

Seth Hobbs – Registration/Reservation Program Manager

Adam Zaragoza – Development Bureau Chief

Dave Claycomb – Recreation Bureau Chief

Erik Bush – Design Professional

Debbie Hoopes – Human Resource Manager

Kathy Muir – Grants Management Supervisor

Adam Straubinger – Grants Program Specialist

Matt Linde – Ponderosa Park Manager

Joyce Story – Administrative Assistant 2

Sharon Cutler – Office Specialist

Blake Packer – Lake Cascade Ranger

Mark Eliot – Harriman Park Manager

Joseph Blackburn – Harriman Assistant Manager

Kyle Babbitt – Administrative Assistant 2

Annalee Darrington – Henry's Lake Ranger  
Troy Payne – Ranger  
Abigail Rossman – Ranger  
Diane Anderson – Seasonal  
Beth Fleming – Seasonal  
Dan Brockway – Seasonal  
Cindy Brockway – Seasonal  
Cheri Leberknight - Volunteer  
Steve Strack – Deputy Attorney General  
Rob Sepich – Budget and Policy Analyst  
Matthew Reiber – Department of Financial Management  
Nate Fisher – Governor's Office  
Rick Just – Friends of Idaho State Parks  
Sandra Mitchell – Executive Director, Idaho Recreation Council  
Kent Bazeman – Region 6 RV Committee  
Celeste Penny – Breckon Land Design  
Max Silverson

#### **Welcome and Introductions.**

Chairman Beckley welcomed everyone to the meeting today and asked staff to go around the room and introduce themselves.

#### **Consent Agenda Items – Action Item**

- Approval of Minutes
  - February 24, 2021
  - March 3, 2021
  - April 6, 2021
  - April 21, 2021

**MOTION: Mr. Fatkin moved to approve the minutes as written. Mr. Fatkin abstained from voting on the April 21<sup>st</sup> minutes since he was not in attendance for that meeting. Motion was seconded by Ms. Roach. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.**

#### **Director's Report**

The Director reported on the following items:

- SB 1209, which appropriated \$1.3 million to IDPR for FY 2022
- Fee Changes to address the Legislative directives in HB 93 and the snowmobile/OHV Registration Legislation, enacted this Legislative Session.
- Western Governors Association, Governor Little will lead this venture. The purpose is to prepare a framework for Outdoor Recreation that addresses the Outdoor Recreation Industry Confluence of States.
- Meetings with local Government Representatives throughout the state
- Park visits to:
  - Bear Lake
  - Castle Rock – visited the Sheridan Property, participated in the park employee annual training.

- Round Lake – looked at the windfall the park suffered in the last year.
- Heyburn – Toured Heyburn Lodge. A plan is underway to update this facility.
- Priest Lake – visited Lionhead Campground and saw the reconstruction project in the day use area that had been so heavily damaged by COVID-19 use.
- Hagerman – need to review irrigation to municipal right conversion issues.
- Eagle Sewer District – the District Board granted IDPR's Annexation request on May 10, 2021. This annexation is a recovery step to any development.
- Overall Observations – need for additional fulltime and season salary and living quarters, continue addressing deferred maintenance needs.
- Working on getting the Reservation and Registration issues resolved. Working with Aspira.
- Employee Survey – we were able to dive deeper into the survey and include some of this information in our Draft Strategic Plan.

Director Buxton stood for questions.

**Cascade Management Agreement – Garth Taylor**

Mr. Taylor stated that this agreement was first presented to the Board during our February 24, 2021, Board meeting. The Bureau of Reclamation (BOR) and IDPR desire to continue administration, development, operations, and maintenance of recreation facilities at Lake Cascade according to the terms of this proposed agreement, to provide for public use and enjoyment of the park consistent with authorized uses. Mr. Taylor stood for questions.

**Mr. Fatkin moved to approve staff recommendation of the Management Agreement for Lake Cascade State Park with the Bureau of Reclamation and Middle Snake Field Office. Motion was seconded by Mr. Black. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.**

**Ponderosa North Beach MOU – Troy Elmore and Garth Taylor**

Mr. Elmore provided background information on the MOU, requiring IDPR to enact an interim rule temporarily banning the possession and consumption of alcohol at the North Beach Unit during the Fourth of July holiday to ensure the public health and safety, and enjoyment of the North Beach Unit. This MOU has expired as of July 30, 2020, and it is the desire of Valley County to extend this ban for five years, to maintain current public health and safety. Board and staff discussions followed regarding the amount of time being requested in the extension. Mr. Eastwood would like to see this agreement extended for three years rather than five, so it could be reviewed more often.

**Ms. Roach moved to approve the Memorandum of Understanding for an additional five years and approve the document as written. Motion was seconded by Mr. Fatkin. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. The motion carried with five yea, and one nay vote from Mr. Eastwood.**

**FY2022 Grant Applications – Kathy Muir**

Ms. Muir provided a brief overview on this year's grant approval process and stated that the applications were down this year due to COVID. 166 grant applications were received for eight grant programs.

**FY2022 Recreational Vehicle (RV) Grants**

There is approximately \$4.7 million available to award for this grant. The RV Committee discussed 23 grant applications and the requests totaled \$5,904,736.

**Mr. Eastwood moved to approved staff recommendation. Motion was seconded by Ms. Roach. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. The motion carried unanimously.**

**FY2022 Waterways Improvement Fund (WIF) Grants**

There is approximately \$1.1 million available to award for this grant. The WIF Committee discussed 18 grant applications and the requests totaled \$1.5 million.

**Mr. Fatkin moved to approve the priority-ranking list, which will be used to fund projects in the ranked order. Motion was seconded by Mr. Eastwood. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. The motion carried unanimously.**

**FY2022 Cutthroat Plate Fund Grants**

There is approximately \$44,000 available to award for this grant. The Waterways Improvement Fund Advisory Committee discussed 4 grant applications and rated them according to department criteria. The requests totaled \$54,697.

**Ms. Roach moved to approve the priority-ranking list as presented. Motion was seconded by Mr. Eastwood. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. The motion carried unanimously.**

**FY2022 Off-Road Motor Vehicle Fund (ORMV) Grants**

There is approximately \$500,000 available to award for this grant. The ORMV committee discussed the 25 grant applications which totaled \$778,690.

**Mr. Eastwood moved to approve staff recommendation. Motion was seconded by Ms. Roach. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. The motion carried unanimously.**

**FY2022 Recreational Trails Program (RTP) Grants**

There is approximately \$1,700,000 available to award for this grant. The Recreational Trails Program discussed the 33 grant applications and the requests totaled \$1,923,107.

**Mr. Black moved to approve the rankings as listed. Motion was seconded by Mr. Fatkin. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. The motion carried unanimously.**

**FY2022 Mountain Bike Plate Fund Grants**

There is approximately \$44,000 available to award for this grant. The Recreation Trails Program discussed 4 grant applications and the requests totaled \$59,420.

**Ms. Roach moved to approve the rankings as presented. Motion was seconded by Mr. Fatkin. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. The motion carried unanimously.**

**FY2022 Road & Bridge Fund Grants**

There is approximately \$277,000 available to award for this grant. The Road and Bridge Advisory Committee discussed 3 grant applications and the requests totaled \$277,000. Ms. Muir stated that the committee is proposing to approve all the applications this year.

**Mr. Fatkin moved to approve all three Road and Bridge projects this year. Motion was seconded by Mr. Black. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. The motion carried unanimously.**

**FY2022 Land and Water Conservation Fund**

There is approximately \$3,000,000 allocated from the National Park Service. According to IDAPA, to assure that the needs of rural areas are met, twenty percent (20%) of the amount dedicated for local governmental agencies is dedicated for use by governmental agencies of 5,000 population or less. If the cumulative request of the governmental agencies of 5,000 population or less is more than 20% of the amount dedicated for local governmental agencies, governmental agencies of 5,000 population or less may compete for the total remaining allocation.

If the total cost for a single project of a governmental agency with a population of 5,000 or less requires over ½ of the 20% dedicated for use by governmental agencies of 5,000 population or less, that project shall compete with the large governmental agency projects.

The Land and Water Committee reviewed 6 grant applications according to the “Open Project Selection Process” identified in the State Comprehensive Outdoor Recreation Plan (SCORP). The requests totaled \$2,428,920.

**Ms. Roach moved to approve the priority-ranking list as presented. The motion was seconded by Mr. Black. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. The motion carried unanimously.**

**FY2023 Budget Proposal – Steve Martin**

Mr. Martin reported on the following items:

- FY2022 Budget Appropriation by Fund
- FY2022 Budget Appropriation by Expenditure Classification
- Actual Expenditures Summary
- FY2023 Budget Proposal
- FY2023 Budget Request

Mr. Martin stated that the FY2023 budget request for one-time capital outlay is \$12,194,000 and represents a 25% increase from the total approved in FY2022. The total by category is:

- Capital Equipment Replacement - \$2,060,000 (59% increase versus FY2022)
- Capital Repairs – Maintenance Projects - \$1,535,000 (44% decrease versus FY2022)
- Program Enhancements - \$8,599,000 is a substantial increase (95% versus FY2022) primarily due to the large scope of the Eagle Island Campground project.

Staff has reviewed and ranked the enhancement and replacement items and if approved by the Board, the information will be incorporated into the final budget document submitted to DFM on September 1, 2021.

**Mr. Eastwood moved to approve the FY2023 budget proposal based upon the ranked replacement and enhancement items, for a total request of \$53,193,800, as summarized on page five (5) of this agenda item. Additionally, the Board approves to adjust Health Benefit costs and Change in Employee Compensation if any, to the actual amounts included in the Division of Financial Management’s budget instructions. Motion was seconded by Mr. Fatkin. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. The motion carried unanimously.**

**Revised Grant Subcommittee Recommendation to the Board – Doug Eastwood**

Mr. Eastwood reviewed a chart with the committee’s recommendations and stated they broke their recommendations down into sections.

- Revised Proposed Match Standards by Program

- Revised 1<sup>st</sup> Time applicant Reduction of Standards
  - Risk Assessment
- Revised Rules

Ms. Canning provided an overview of the spreadsheet analysis the Subcommittee compiled on how their proposed changes were decided.

Ms. Canning is working with Ms. Muir to set up a Zoom meeting and asking the public to provide their feedback on these proposed changes if the Board approves this today.

**Mr. Eastwood moved to approve the Subcommittee recommended changes to the grant project match and the grant equipment match. All grants will have a minimum 5% match for projects, except for Land and Water Conservation Fund which requires a 50% match per federal guidelines and the Recreational Trails Program grant which required a 20% match per federal guidelines. All equipment grant requests will require a minimum of a 20% match except for Land and Water Conservation Fund, Road and Bridge and Cutthroat License Plate grants where equipment acquisition is not an eligible request. This motion would also direct staff to revise Policy 5020 to reflect the above-mentioned changes. Motion was seconded by Ms. Roach. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. The motion carried unanimously.**

#### Revised 1<sup>st</sup> Time Applicant Reduction of Standards

Because the Subcommittee is recommending significantly reduced minimum match standards, and because of the complexity in administering such a program, there is no longer a need for a 1<sup>st</sup> Time Applicant Reduction of Standards.

#### Risk Assessment

The Subcommittee is still recommending a risk assessment. Each year after establishing completed applications for the year, the State and Federal Grant Manager will assess the risk associated with the applicants. As appropriate, the State and Federal Grant Manager may ask for applicants to justify any inactive projects that received grant awards from IDPR in a previous grant cycle. The State and Federal Grant Manager will bring any issues of concern to the Board at a noticed public meeting prior to the Board's consideration of the current year's grants.

**Mr. Eastwood moved that the Board approve the Grant Subcommittee's recommendation, that upon notification, the Idaho Department of Parks and Recreation State and Federal Grant Manager, a grant sponsor may be determined to be ineligible for a State administered Grant Program until such time that a conversion, or violation of State and Federal standards pertaining to a State administered grant has been resolved. The following notification will be made in advance of a grant sponsor being made ineligible for grants. The State and Federal Grant Manager will notify the Board of a pending ineligibility, and the Board will vote to suspend the applicant from applying for a grant until the issue, or issues is resolved. The Subcommittee also recommends to direct staff to prepare the policy that will detail the process and standards pertaining to grant risk management. Motion was seconded by Mr. Fatkin. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. The motion carried unanimously.**

#### Revised Rules in IDAPA Rule 26.01.31 and 26.01.33

Staff met with the Division of Financial Management and with their consent, will repeal of the existing IDAPA rules and replace them with a new chapter. This process makes it much easier to read and understand.

**Mr. Eastwood moved to approve the Subcommittee recommendation of the revised changes for IDAPA rules 26.01.31 and 26.01.33, attachments A and B accompanying the staff report. Attachment A addresses the administration of IDPR State and Federal Grant funds. Attachment B addresses the administration of the Land and Water conservation Fund Program. Motion was seconded by Mr. Black. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. The motion carried unanimously.**

#### Policy

**Mr. Eastwood moved that staff revise Policy 5010 and 5020 to include the details of the Land and Water Conservation Fund advisory committee and the supplemental grant standards to revise the match requirements. Motion was seconded by Mr. Fatkin. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. The motion carried unanimously.**

#### Administrative Non-Fee Rules for 2021 Legislative Session – Anna Canning

Staff has prepared temporary rules consistent with the omnibus rules the Board approved last year.

Ms. Canning stated that DFM provided the following motion for the Board.

**Ms. Roach moved that in Pursuant to Section 67-5226, Idaho Code, the Governor has found that temporary adoption of this rule is appropriate to protect the public health, safety, and welfare of the citizens of Idaho and confer a benefit on its citizens. These rules implement the duly enacted laws of the state of Idaho, provide citizens with the detailed rules and standards for complying with those laws, and assist in the orderly execution and enforcement of those laws. The expiration of these rules without due consideration and processes would undermine the public health, safety, and welfare of the citizens of Idaho and deprive them of the benefit intended by these rules.**

**Therefore, we are adopting this temporary rule to be effective upon July 2, 2021. The approval is conditional and will only become effective if the rules are not otherwise approved or rejected by the Legislature and/or not extended pursuant to the Idaho Administrative Procedure Act, including sections 67-5291 and 67-5292, Idaho Code. Motion was seconded by Mr. Doman. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. The motion carried unanimously.**

#### Strategic Plan – Anna Canning

Ms. Canning provided background on how the FY2022 Strategic Plan was drafted. The current Strategic Plan format has been in place since 2014. In discussions with Director Langhorst and Operations Administrator Keith Hobbs last year, it was decided to cull out many of the tasks and start fresh with a new organization structures around the concept of “what we do best.” Due to COVID, Ms. Canning was unable to pull the fresh approach together in time to meet the 2020 deadline.

In discussions with Director Buxton this year, she was also in favor of a new approach. The plan being presented today maintains the organizational goals of experience, access, and stewardship, but folds in the new concept of what we do best. There are fewer tasks, the objectives and tasks have been pared down to focus on what we do best.

Board and staff discussion continued. It was suggested that a work session with the Board and staff be arranged prior to the due date in August and to make changes to our current Strategic Plan.

**Mr. Eastwood moved for the Board to approve the draft Strategic Plan and take the next three months to evaluate it then discuss it more thoroughly, during the August Board meeting.**

**Motion was seconded by Mr. Fatkin. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. The motion carried unanimously.**

**Fee Proposal (Continued Discussion) – Anna Canning**

Ms. Canning provided background information on this agenda item. On February 5, 2021, staff made a presentation to the Board on proposed Legislation that would mandate increased camping and entry fees for non-residents. The Board directed staff to move forward with a fee proposal that meets the intent of the Legislation and to provide a detailed recommendation to the Board as soon as possible.

On April 6, 2021, staff provided several recommendations to the Board regarding non-resident fees in general and Bear Lake fees. During this meeting, the Board approved the fee changes for campsites and daily motor vehicle entrance fees. Staff is bringing those decisions back to the Board with a recommendation to move the implementation date to June 1, 2021.

On April 6, 2021, the Board continued the discussion on Annual Motor Vehicle Entrance Fees and an annual entrance fee sticker for Off-Highway Vehicle's (OHVs) at the May Board meeting.

**Daily Motor Vehicle Entrance Fee (MVEF) Changes**

The Board doubled the daily MVEF for non-residents to \$14 beginning June 1, 2021, for Bear Lake, North Beach and East Beach facilities and beginning January 1, 2022, at Hells Gate, Farragut, Priest Lake, and Round Lake State Parks. To demonstrate consistency with HB93 and to assess potential impacts in advance of the 2022 Legislative Session, Staff recommends moving the implementation date to June 1, 2021.

**Annual Off-Highway Vehicle Entrance Fee**

Staff recommends creating an Annual Motor Vehicle Entrance Fee specifically for OHVs. Until recently, Idaho OHV owners were able to buy Idaho State Parks Passports for their vehicles at the DMV. This will allow customers to continue to be able to purchase an annual entry pass at the passport Price. In addition, this allows non-residents to purchase a discounted annual pass for OHVs.

Staff proposes that the Board set the fee at \$10 for residents and \$20 for non-residents.

**Annual Motor Vehicle Entrance Fee (AMVEF) Changes**

On August 12, 2020, the Board approved efforts to make IDAPA changes that would raise the cap for the AMVEF from \$40 to \$80. The Board discussion on the fee cap contemplated having both residents and non-residents pay the same price for the sticker. The \$80 fee cap is now in place. Staff recommends the Board set the fee for the AMVEF at \$80 effective June 1, 2021.

**Campsite Fees**

The Board doubled the camping fees for non-residents at the Tier A camping parks which includes Farragut, Priest Lake, Round Lake, Ponderosa, and Henrys Lake with implementation beginning January 1, 2022. To demonstrate consistency with HB93 and to assess potential impacts in advance of the 2022 Legislative Session. Staff recommends moving the implementation date to June 1, 2021.

**Mr. Black moved to move the implementation date for camping fees and daily MVEF as previously approved on April 6, 2021, from January 1, 2022 to June 1, 2021 and to create a new fee and sticker that allows Off-Highway Vehicles to enter Idaho State Parks without being charged a daily motor vehicle entrance fee and to implement the sticker program as soon as possible and to raise the fee for the annual Motor Vehicle Entrance Fee to \$80 effective June 1, 2021. Motion was seconded by Ms. Roach. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. The motion carried unanimously.**



### Sponsorship Discussion – Doug Eastwood

Mr. Eastwood stated that if the Board is interested in looking at having sponsorships within our parks, we should keep this topic on our upcoming agendas. He will have something by the first of the year that is more concrete to present to the Board pertaining to this topic.

### Program Reports

Development – Mr. Zaragoza reported that the Development department has been going strong with their projects. Erik Bush provided an update on the Billingsley Creek Campground. Development went out to bid on the Billingsley Creek Campground and site development on April 22, 2021. They received four bids on May 13<sup>th</sup>, and all bids were accepted as valid bids. The low bidder is Compliance Solutions Contracting (CSC) out of Boise, and we intend to award the bid to CSC. The project includes a 50-unit campground with full water, electric and sewer service, irrigation, landscaping, and shower house. Additionally, we will be completing the entrance road in asphalt, constructing an overlook deck on Billingsley Creek and a shelter near Billingsley Creek. The only potential hold up with the development of the project is the water rights transfer between IDPR and the City of Hagerman. The MOA signed by former Chairman Black in September will potentially need to be modified based on the Department of Water Resources (DWR) response to the transfer application. DWR has included two additional water rights in the transfer application that necessitates the modification of the MOA to include the water rights. The MOA requires that the IDPR Director and Mayor of Hagerman meet to discuss any modifications to the agreement. If both parties agree after the meeting, the MOA can be modified pending discussion with Steve Strack, that the MOA modification is valid.

South Region – Mr. Taylor reported that their parks are busy. New parking lot at Bear Lake is going to be extremely helpful. Seasonal staffing is still an issue, by not having housing for them, we cannot keep them interested.

North Region – Campers are in our parks even during the Winter months. New boat ramp added at Farragut with the CARES ACT Funds.

### Public Comment Period

Emma Johnson with Undercover Idaho provided an overview of their agency goals, to see if they could benefit IDPR. Discover Media West is working with IDPR to promote an Avalanche Training Video. Goals and ambitions are to tell the story of Idaho. Be able to promote recreation in a safe way.

### Executive Session

**Ms. Roach moved to go into Executive Session under authority of Idaho Code 74-206 (b) “To consider the evaluation, dismissal or discipling of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public-school student” and (c) “To acquire an interest in real property which is not owned by a public agency.”**

Chairman Beckley requested a roll call vote to move into Executive Session:

- Board Member Beckley – Yes
- Board Member Fatkin – Yes
- Board Member Black – Yes
- Board Member Doman – Yes
- Board Member Roach - Yes
- Board Member Eastwood – Yes

### Open Session

The Board resolved out of Executive Session by unanimous consent. No decisions were made. The Board recessed until tomorrow at 8:00 A.M.

- **Thursday, May 20, 2021**

**8:00 AM Tour of Harriman and Henry's Lake State Parks.**

**Mr. Black moved to adjourn the meeting. The motion was seconded by Mr. Fatkin. Meeting was adjourned at 2:45 P.M.**



Brian Beckley, Chairman  
Idaho Park and Recreation Board



Susan E. Buxton, Director  
Ex-Officio Member of the Board